

**FINANCE DIRECTOR/ACCOUNTING 011350***Personnel Services*

Salary Department Head  
 Salaries Clerical  
 Salaries Clerical OT  
 Longevity

FY2018 ACTUAL	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 ACTUAL	FY2022 TM ADOPTED	FY2023 REQUESTS	FY2023 PROPOSED
\$109,164	\$132,070	\$125,000	\$122,106	\$127,500	\$131,354	
\$93,627	\$97,404	\$121,143	\$130,046	\$138,328	\$141,498	
\$5,185	\$11,408	\$2,308	\$130	\$1,025	\$1,000	
\$4,250	\$750	\$850	\$850	\$850	\$1,600	
<b>Total</b>	<b>\$241,632</b>	<b>\$249,301</b>	<b>\$253,132</b>	<b>\$267,703</b>	<b>\$275,452</b>	<b>\$0</b>

*Expenses*

Supplies and Expenses  
 Dues and Subscriptions  
 Meetings

\$4,757	\$3,434	\$6,254	\$2,545	\$4,000	\$4,000	
\$145	\$95	\$155	\$95	\$210	\$215	
\$34	\$2,609	\$120	\$0	\$2,328	\$5,300	
<b>Total</b>	<b>\$6,138</b>	<b>\$6,529</b>	<b>\$2,640</b>	<b>\$6,538</b>	<b>\$9,515</b>	

**TOTAL BUDGET**

<b>\$217,163</b>	<b>\$247,770</b>	<b>\$255,830</b>	<b>\$255,771</b>	<b>\$274,241</b>	<b>\$284,967</b>	<b>\$0</b>
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**BUDGET NARRATIVE****Description of Department Function**

Describe the overall mission or purpose of the Department.

Responsible for all town accounts, appropriations and expenditures. Monitors expenditures for all town funds, reconciling cash and various receivables with the Treasurer/Collector's Office, Police/Fire Dept., School Dept. etc.

Responsible for periodic reporting to the Commonwealth of Massachusetts including the Schedule A, Balance Sheet, Free Cash certification, and Recap Sheet for tax rate setting.

Maintains comprehensive financial records.

Responsible for town wide payroll and accounts payable. Oversees the offices of the:

- Finance Department
- Treasurer/Collector
- Assessing Department
- IT Administration
- School Finance

**Programs and Sub-Programs**

Consider and list the actual Programs and Sub-Programs Executed by the Department

**Accomplishments**

Describe the major describable accomplishments or measurable activities in FY22 or CY22. Use statistics whenever possible.

Successfully rolled Accounts Payable-invoice entry to the School, DPW, Police Department, Fire Department and Town Administrators office. These Departments now have the ability to enter invoices and create batches to pay on a warrant in the Accounts Payable module using the Munis System. These Departments also have the ability to run Budget Reports, Account inquiry, vendor and invoice lookup.

Purchase Order module has been rolled out to the Police and Fire Department and School.

ESS (Employee Self Service) has been rolled out to all Town and School employees.

Time off/Time Entry has been rolled out to the Finance Department, Treasurers Office, Assessors Office, It Administration, Town Administrators Office and the DPW.

**FY23 Departmental Goals**

Describe the initiatives and accomplishments planned for FY23

Continue with Time off/Time entry role out for other Departments within the Town and School. For the School, this will include adding school departments to the accrual process (tracking of time off)

Continue with implementing the Accounts Payable processing with in remaining departments in the Town Hall and will include the Library.

Continue roll out of the Purchase Order module with the School and other Departments within the Town.

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**Spending Highlights for FY23**

Explain any significant budget changes from FY22

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**Non-tax Funding**

List any expected non-tax revenues that will be used to fund department activities, including an estimate to be received.



## PERSONNEL SUMMARY

PERSONNEL SUMMARY											
NAME	POSITION-PAY ITEM	CURRENT TOTAL ANNUAL SALARY	HRS/ WEEK	GRADE	STEP	ANNIV DATE	ANNUAL SALARY # WKS/HRS @ SAL	BASE SALARY	OTHER PAY	LON- GEVITY	TOTAL SALARY
C. Johnston	Finance Director	\$127,500.00	40			7/1	Contract	\$131,353.69	\$0.00	\$0.00	\$131,353.69
L. Morin	Town Accountant	\$85,878.00	40	13	6	10/1	#13wks*42.56*40+39wks*43.53*40	\$90,039.69	\$348.25	\$850.00	\$91,237.94
D. Broe	Payroll Administrator	\$48,553.23	35	7	7	6/8	Budget 52wks + 1day #50.5wks*35hrs*\$27.95*#1.5wks*35*28.71	\$50,908.90	\$200.97	\$750.00	\$51,859.87
							Budget 52wks + 1day		6/30/2023		

**TOWN OF MILLIS**  
**FISCAL YEAR 2023 BUDGET**  
 Department: **Finance**

Form #3

**STAFFING HISTORY**

	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
Position	FTE	FTE	FTE	FTE	FTE	FTE
FINANCE DIRECTOR	1.00	1.00	1.00	1.00	1.00	1.00
TOWN ACCOUNTANT			1.00	1.00	1.00	1.00
ASSISTANT TOWN ACCOUNTANT	0.75	0.75				
ACCOUNTS PAYABLE	0.25	0.25				
PAYROLL ADMINISTRATOR	1.00	1.00	1.00	1.00	1.00	1.00
<b>SUBTOTAL/TOTAL</b>						

TOWN OF MILLIS FISCAL YEAR 2023 BUDGET		FORM #4 - EXPENSE JUSTIFICATION & SUPPORTING DETAIL	
DEPARTMENT: FINANCE OFFICE		DIVISION: FINANCE OFFICE	
CODE	DESCRIPTION	BUDGET REQUEST	
01135520-558000	<b>SUPPLIES &amp; EXPENSES</b>  Office supplies, printer cartridges, adding machine tape, ribbons/tape rolls, stationary, printer/copier paper, toner cartridges, shredding etc.	4,000.00	
01135520-573000	<b>DUES &amp; SUBSCRIPTIONS</b>  Massachusetts Municipal Auditors & Accountants Association (2) 95 Massachusetts Governmental Finance Officers Association (1) 60 Plymouth/Norfolk/Bristol County Auditors Association (2) 60	215.00	
0113552-540710	<b>MEETINGS:</b> Cost paid in 2019 **U-Mass Annual Education Conference X 2 2,000 **MMAAA June conference 100 **MMAAA Fall conference 100 Various meetings/seminars as they are scheduled 250 (** includes registration fee's and estimated milage)  <b>Addn'l classes</b> MMA-Suffolk Municipal Finance Mgmt 825*2 1,650 The Abrahams Group - Boot Camp 800 The Abrahams Group - Municipal Law 400 <b>Total above level funded 2,850</b>	5,300.00	
		9,515.00	





Massachusetts  
Municipal  
Association

3 Center Plaza, Suite 610 Boston, MA 02108  
617-426-7272 • 800-882-1498 • fax 617-695-1314  
[www.mma.org](http://www.mma.org)

### MMA-Suffolk Municipal Finance Management Seminar 2022 Sessions

**Class Times:** Five Friday sessions 9:00AM- 4:00PM; Last class includes a presentation of certificates

**Dates:** *I would like to be considered for the following session. In the event I am accepted and a spot is not available, I will be notified and waitlisted to a future session.*

☐ **Winter 2022:** tentatively January 7, 14, 28, February 4, 11  
*Application deadline October 15, 2021*

☐ **Spring 2022:** tentatively March 4, 11, 18, 25, April 1  
*Application deadline January 15, 2022*

☐ **Fall 2022:** tentatively October 21, 28, November 4, 11, 18  
*Application deadline July 31, 2022*

**Location:** Virtual via Zoom

**Who:** Municipal employees interested in furthering their career in municipal finance and/or employees who are new to municipal finance. Must be currently employed in a city or town to apply.

**Criteria:** Must have a degree in accounting, an MPA or a similarly-applicable degree or years of experience in a municipality; applications require approval from the municipal mayor or manager; competitive application process.

**Instructor(s):** Noted by Class

**Cost:** \$825 X 2

#### COURSE REQUIREMENTS:

Students in the course are expected to attend all sessions, participate in class activities and complete all course assignments. Students will complete a portfolio of their work. Non-credited.

#### COURSE DESCRIPTION:

This seminar course is designed to provide an introductory overview of Massachusetts municipal finance including the operational aspects of finance structure, systems and processes within Massachusetts cities and towns.

More information visit [mma.org](http://mma.org) or contact Katie McCue at 617-426-7272 ext. 111 or [kmccue@mma.org](mailto:kmccue@mma.org)



**OBJECTIVES:**

Students in the course will obtain instruction in the structure and purpose of local government, municipal budgeting systems and sources of revenues, financial reporting and record keeping, financial management, principles of property assessment, the intersection of human resources and financial resources, and a review of best practices in local government finance.

**READINGS AND LEARNING RESOURCES:**

Materials for the course will include selections from the Massachusetts Municipal Association Handbook for Finance Committees, materials from the Massachusetts Department of Revenue, case studies and other readings as assigned.

**MMA – Suffolk Municipal Finance Management Seminar  
Program Application**

**2022 programs**

**Seminar applications should be sent to [seminars@mma.org](mailto:seminars@mma.org)**

**A completed application must include:**

- ☐ This application filled out completely and signed by you;
- ☐ This application signed by your community's mayor, town administrator, or town manager;
- ☐ Your most recent resume;
- ☐ Your preferred session dates checked off above.

**Applicant Information:**

Name: \_\_\_\_\_

Community: \_\_\_\_\_

Municipal department: \_\_\_\_\_

Job title: \_\_\_\_\_

Work email: \_\_\_\_\_

Supervisor's name: \_\_\_\_\_

Supervisor's email: \_\_\_\_\_

More information visit [mma.org](http://mma.org) or contact Katie McCue at 617-426-7272 ext. 111 or [kmccue@mma.org](mailto:kmccue@mma.org)

# *The Abrahams Group*

[Introduction](#) | [What's New?](#) | [Managing for Results](#) | [Budgeting for Results](#) | [Accounting for Results](#) | [Auditing for Results](#) | [Courses](#) | [GASB 34 Implementation](#) | [Contact Us](#)

## **MUNICIPAL LAW**

*February 7 and 14, 2022*

### Course Description

*Last Updated: May 20, 2021*

▶ [Course Description](#)

▶ [Syllabus](#)

▶ [Registration Form](#)

The two-day Municipal Law Workshop will be conducted on Monday, February 7 and 14, 2022, remotely. This session will focus on provisions in the Massachusetts General Laws pertaining to Municipal Finance. Specifically, this session will focus on basic legal requirements as defined in:

- MGL Chapter 40, Powers and Duties
- MGL Chapter 41, Officers and Employees
- MGL Chapter 44, Municipal Finance.

In addition to preparing town accountants and city auditors for the Municipal Law portion of the certification exam, this session will help in the day-to-day responsibilities of municipal finance.

If you need a class to teach you the day-to-day basic legal requirements or if you are having difficulty preparing for or passing the Municipal Law portion of the UMAS certification exam, then this class is for you. The class will meet on Monday, February 7 and 14, 2022 from 9 AM to 12:00 PM, remotely, allowing several weeks of preparation time for the exam.

**Dates:** Monday, February 7 and 14, 2022

**Place:** Remote

**Tuition:** \$400.00

**Time:** 9:00 a.m. to 12:00 p.m.

**CPE Credit Hours:** 6.5

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# The Abrahams Group

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## BOOT CAMP

### Course Description

*Last Updated: August 3, 2021*

▶ [Course Description](#)

▶ [Syllabus](#)

▶ [Registration Form](#)

The six-day **Boot Camp** will be held on Monday mornings, January 10, 17, 24, February 1 and 28, and March 7, 2022, remotely. This course is a detailed general ledger journal entry course designed to train accountants, auditors and staff to learn the Uniform Massachusetts Accounting System (UMAS). This class is called Boot Camp because the journal entries are repeated over and over. This class helps prepare town accountants and city auditors for the Uniform Municipal Accounting System (UMAS) certification exam. If you need a class to teach you the day-to-day UMAS journal entries or if you are having difficulty preparing for or passing the UMAS certification exam, then this class is for you. Registration is limited to the first 24 applicants.

Topics covered include:

1. Tax Recap Sheet Budget Journal Entries
2. Reconciliation of Treasurer's Cash
3. Capital Project Accounting
4. Debt Accounting
5. Common Journal Entries
6. Closing Journal Entries
7. Free Cash Calculation

**Dates:** January 10, 17, 24, and 31, 2022, February 28, 2022, and March 7, 2022

**Place:** Remote

**Tuition:** \$800.00



TOWN OF MILLIS  
FISCAL YEAR 2023 BUDGET

FORM #5

EQUIPMENT DETAIL

DEPARTMENT:

CODE	DESCRIPTION	# OF UNITS	VALUE OF TRADE	NEW OR REPLACE	BUDGET REQUEST
	N/A				
					0

FISCAL YEAR 2023 BUDGET

Form #6

DEPARTMENT: Finance Dept

**Budget Request Above Level Service**

**Title:**

**Description of Request:**

N/A

**Detailed Cost Impact:**

**Justification for Request**

Attach copies of reports, master plans, or supporting documentation)

## CAPITAL PROJECT DETAIL SHEET

Project Title:		Category:						
Department: Finance Dept								
Description and Justification:		Please send a photo depicting the capital request as a separate file. Do not drop it in to this template.						
N/A								
RECOMMENDED FINANCING								
	Source of Funds	Total Six - Year Cost	Estimated Expenditures by Fiscal Year					
			FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028
A. Feasibility Study								
B. Design								
C. Land Acquisition								
D. Construction								
E. Furnishings/Equipment								
F. Departmental Equipment								
G. Contingency								
H. Other								
<b>TOTAL</b>								
Source of Funds Legend								
(1) Operating Revenues	(3) State Aid	(5) EMS Revolving Fund Fees	(7) Sewer Enterprise Fund Fees					
(2) Municipal GO Bonds	(4) Trust Funds	(6) Free Cash / Other	(8) Water Enterprise Fund Fees					
			(9) Stormwater Enterprise Fund Fees					





# Town of Millis

## Capital Planning Committee

### Priority Ranking Worksheet

Finance Dept

<b>Project Name:</b>	N/A
<b>Priority Ranking:</b>	
<b>Project Type:</b>	
<b>Useful Life:</b>	
<b>Responsible Department:</b>	

Criteria	Description	Rating Scale (1-9)	Project Rating *	Notes / Comments
Project Requirements	Is the project required to meet legal, compliance, or regulatory mandates or potentially impact the towns ability to provide necessary services?	1 = not required or mandated 5 = pending requirement 9 = required or mandated	-	
Strategic Alignment	To what extent is the project aligned with the government's overall strategies?	1 = no alignment with strategies 5 = partial alignment with strategies 9 = full alignment with strategies	-	
Value to Citizens	How much value will the outcome of this project bring to our citizens?	1 = minimal value 5 = partial value 9 = high value	-	
		<b>Priority Factor</b>	-	

Priority Ranking Criteria	Applicable**	Weighting Factor	Priority Factor	Score	Notes / Comments
Public Health and Safety		1.50	-	-	
Employee Health and Safety		1.25	-	-	
Regulatory Mandate		1.50	-	-	
Frequent Problems		1.25	-	-	
Generates Revenue		1.00	-	-	
Lowers Ongoing Operation Costs or generates savings		1.25	-	-	
Age or Condition of Existing		1.00	-	-	
Public Benefit		1.25	-	-	
Public Demand		1.00	-	-	
Synergy with Other Projects		1.00	-	-	
Comprehensive Plan Component		1.25	-	-	
<b>Total Score</b>			-	-	

\*Project Rating - Using Rating Scale rate your project from 1 - 9

\*\*Applicable - Enter a 1 if your project meets the Priority Ranking Criteria



# Town of Millis

## Host Community Agreement

### Marijuana Impact Funds Request Form

Request Date  
Requestor's Name  
E-mail  
Phone  
Department

#### IMPORTANT NOTICE

By signing and submitting this form you agree that the requested funds will be used for the purposes stated in this form.

Category	Demographic Information	Classification
<input type="checkbox"/> Training <input type="checkbox"/> Materials <input type="checkbox"/> Staffing <input type="checkbox"/> Special Event <input type="checkbox"/> General	<input type="checkbox"/> Child <input type="checkbox"/> Middle School <input type="checkbox"/> High School <input type="checkbox"/> Adult/Parent <input type="checkbox"/> Senior <input type="checkbox"/> General	<input type="checkbox"/> Education <input type="checkbox"/> Law Enforcement <input type="checkbox"/> Security <input type="checkbox"/> Public Infrastructure <input type="checkbox"/> Traffic <input type="checkbox"/> Inspections <input type="checkbox"/> Municipal Officials Time

#### Description of Request:

N/A

Funding Start Date  
Funding End Date  
Total Funding Requested

\$0.00

#### Detailed Cost Impact:

Type of Expense	Description of Expense	Daily Expenses (Except Airfare)	# of Days	Total Expenses
Salaries			1	\$0.00
Airfare				\$0.00
Ground Transportation			1	\$0.00
Conference/Registration Fees			1	\$0.00
Lodging			1	\$0.00
Meals and Tips			1	\$0.00
Capital Project			1	\$0.00
Miscellaneous			1	\$0.00
		Grand Total		\$0.00

#### Justification for Request

Attach copies of reports, master plans, or supporting documentation)

Requestor Signature

Date Signed

Approved By

Approval Signature

Date Approved